

Coastal Pines Technical College

● Office Accounting Specialist ●

Program Description

The Office Accounting Specialist technical certificate provides entry-level office accounting skills. Topics include principles of accounting, computerized accounting and basic computer skills.

Schedule



<u>Course</u>	<u>Semester</u>	<u>Days/Times</u>
COMP 1000: Introduction to Computers	Fall 2023	ONLINE
ACCT 1100: Financial Accounting I	Fall 2023	ONLINE
ACCT 1105: Financial Accounting II	Spring 2024	ONLINE
ACCT 1115: Computerized Accounting	Spring 2024	ONLINE

Course Descriptions

COMP 1000: This course introduces the fundamental concepts, terminology, and operations necessary to use computers.

ACCT 1100: Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship.

ACCT 1105: Introduces the intermediate financial accounting concepts that provide the student with the necessary skills to maintain a set of books for a partnership and corporation.

ACCT 1115: Emphasizes operation of computerized accounting systems from manual input forms.